

CITY OF WAPATO CHIEF OF POLICE

DEFINITION: This position provides leadership to the Wapato Police Department under The Supervision of the Mayor. This is a non-union, FLSA exempt, at will position which is responsible for planning, organizing, directing and evaluating the public safety functions including patrol, investigations, community relations, ability to work well with City Council, Jail and performing related tasks as required. This Position involves administrative and patrol functions.

TYPICAL TASKS:

1. Responsible for planning, Budget Development and monitoring, organizing, directing and evaluating the Public Safety and Jail functions of the Police Department.
2. Responsible for developing and maintaining, in conjunction with community input, a Community Policing program. Develop and implement a comprehensive public relations program throughout the community, including involvement in civic groups. Able to work with tribal police officials.
3. Directs investigation of all criminal activity and enforcement of all criminal laws and ordinances, including arresting suspects and assisting prosecuting authorities.
4. Working cooperatively with the Municipal Judge is responsible for maintenance of the Police, Jail and Municipal Court facilities.
5. Cooperates closely with other Law enforcement agencies to include Tribal, State, County, Fire Departments and Federal Agencies.
6. Plans, organizes and implements programs and policies to prevent criminal activities within the city limits.
7. Provides for and engages in police patrols throughout all city areas.
8. Provides for appropriate personnel training as required, conducts employee performance evaluations and recommends formal personnel actions for selection, firing, promotions and disciplinary measures.
9. Establishes and implements all departmental operating procedures.

10. Provides for maintenance of records on criminal and civil matters as required by law.
11. Represents the City at various functions.
12. Insures that City Council and Mayor are kept current on Police matters.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Possess at least five years experience as a Commissioned Police Officer and three years experience as a supervisor of Commissioned officers in a Police Department.
2. Ability to communicate effectively both orally and writing. Able to advise And direct subordinates in the performance of their work.
3. Knowledge of criminal and civil laws, regulations, policies and procedures. Applicable to municipal police services in Washington State and Jail operations.
4. Ability to work with minimum supervision, display initiative and sound Judgment.
5. Able to become knowledgeable of the diverse population and geography of the City.
6. Experience in law enforcement working with a diverse, multicultural population preferred.
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CERTIFICATES, LICENSES OR OTHER REQUIREMENTS;

1. Washington State Drivers License or ability to obtain one
2. Washington State Basic Police Certificate or equivalency
3. This position is on call twenty four (24) hours per day seven days a week.
4. Applicants are subject to a complete background and credit check.
5. Successful applicant is subject to a one-year probationary period.
6. Possess at least an associate of arts degree or equivalent

Revised 12-5-11